

September 15, 2009

TO: Chief School Administrators/School Bus Contractors

FROM: Robert J. Cicchino, Director  
Office of Fiscal Accountability and Compliance

SUBJECT: Criminal History Review Unit  
State Vendor Name Change/Fingerprinting of Student Teachers

**IMPORTANT UPDATE INFORMATION CONCERNING CRIMINAL HISTORY FINGERPRINTING PROCEDURES – PLEASE INFORM STAFF PERSONNEL RESPONSIBLE FOR PROCESSING THE BACKGROUND CHECKS OF THE UPDATED CHANGES TO THE PROCEDURES.**

Effective September 1 2009, State fingerprint vendor, Sagem Morpho, has changed its company name to MorphoTrak. Included with the change is the new MorphoTrak Universal form version 4.0. The revised Universal form may be downloaded from the department Web site at <http://www.nj.gov/education/educators/crimhist/forms.htm>.

Educational facilities and authorized school bus contractors should pretype their information in boxes one (1) through eight (8). Information must be entered exactly as stated in the instructions. Attached are the Universal form version 4.0 and instructions for completing this form. Enter only information that is in bold on the instruction sheet in the respective fields, for example: (1) **NJ930100Z**; (2) **EDK** or (**EDV/Student Teacher**) if the individual is a volunteer or student teacher); (3) **18A:6-7.2** (or other statute that applies); (4) **Public School Employment** (or one of the two other choices); (5) **RB1** (or **VB1** if individual is a volunteer or student teacher); (6) is self-explanatory; (7) District/Contractor/School Codes use numeric only (no literal or dashes) , i.e. **015555** (2 digit county and 4 digit district code) or **015555999** (2 digit county code, 4 digit district code and 3 digit school code. (8) School bus drivers should enter their driver's license number and expiration date in this field.

**Failure to properly complete the Universal form will result in the individual being denied LiveScan fingerprinting; charged a processing fee by MorphoTrak, and be required to schedule another appointment.**

**CRIMINAL HISTORY RECORD CHECKS FOR STUDENT TEACHERS:**

There has recently been a policy change as it pertains to the criminal history record checks for student teachers who are in the classroom with regular pupil contact. Effective immediately, school districts that allow student teachers to fulfill academic requirements for a career in teaching, may submit the student teacher for a criminal history record check through the Criminal History Review Unit. Arrangements have been completed to allow the student teacher to be processed in the same manner as we process volunteers. The cost for processing the student teacher will be \$26.00 payable to MorphoTrak and the administrative fee of \$10.00 payable to the State of New Jersey.

**NOTE: As with a volunteer, the state fingerprint image for student teachers will not be retained. Therefore, if the student teacher is arrested subsequent to approval, the department will not be notified of that arrest. Criminal history record checks for student teachers are for the sole purpose of fulfilling their academic requirements. Should the student teacher seek employment within the school system, they would be required to undergo a new criminal history record check as with any new applicant for employment. They would not be eligible for the Archive Submission Process.**

RJC/CHC/cc/chief.school.admin.ltr. Universal Form 4.0 Student Teacher 09/15/2009

c: Members, State Board of Education

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